

## **Colorado Channel Authority Board - July 2013 Meeting Minutes**

*Friday, July 12th, 2013 at 12pm*

*Location: World Trade Center - 27th Floor Conference Room - Mesa, 1625 Broadway, Denver, CO 80202*

Conference Dial-in Number: (559) 546-1000

Host Access Code: 819283\*

Participant Access Code: 819283#

### **1. Call to order and attendance**

#### **Board Members:**

Sen. Greg Brophy - **Excused**

Ken Fellman - **Excused**

Carol Haller - **Excused**

Rep. Chris Holbert - **Present**

John Montgomery - **Phone**

Tim Ryan - **Phone**

Rep. Jonathan Singer - **Present**

Sen. Nancy Todd - **Present**

**2. Other Individuals Present:** Ed Krisor, Bart Miller, Zack Wimberly, Chris Haugen, John Aden

**3. Public Comment Period:** Offered, no public present

### **4. CCAB Contact Info**

- a. Update: Chris Haugen to continue to poll for contact info and when complete, send board member contact info to all board members.

### **5. Review & Approval of May 2013 Meeting Minutes**

- a. Rep. Holbert moved, Rep. Singer seconded. Sen. Todd asked if there were any objections - there were none. **CCAB May 2013 Minutes Approved.**

### **6. 2013/2014 Budget Approval**

- a. Rep. Holbert asked about the budget being stable over 3-4 years, and was wondering why is it not increasing - is there a requirement that it stay the same. Chris Haugen answered this is the amount allocated by the Executive Committee. Rep. Holbert asked if the CCAB has to stay within that budget, and does it make sense for the elected members to ask for an increase of that. Bart Miller confirmed that the \$224,000 is the amount that is allocated, and that the elected officials are free to request an increase to this and if the vendor (OMF) had reasons to do that, it could be requested. Rep. Holbert asked where would that start. Bart Miller responded with the Executive Committee. Sen. Todd stated that if that is something that was going to be done, it should be brought to the JBC and/or the Executive Committee with very specific requests and reasons for that to happen. Sen. Todd stated that the reasons for an increase should be based on the vision of where the CCAB currently is and where it intends to go and determine what's next, and what it costs, and then bring that to the JBC/Executive Committee.

- b. Sen. Todd asked if there were any other questions or comments - there were none. Vote by acclamation to approve the 2013/14 budget - all ayes. **2013/14 budget approved**
  - c. Sen. Todd stated that the CCAB should address the subject of a budget increase again at the September meeting in order to start the process earlier rather than later.
- 7. Board Member (Laura Hoepfner's replacement) status**
- a. Chris Haugen relayed that Kelly Watkins, from Speaker Ferrandino's office had called him to confirm this needed to move forward - Chris confirmed that with Kelly. Kelly said Speaker Ferrandino had someone in mind, and just needed to check in with President Morse. Kelly to confirm appointment and send Chris Haugen letter once that was finalized.
    - i. Sen. Todd asked that this be kept on the CCAB agenda. **Chris Haugen to update the CCAB once Kelly confirms the appointment. If he has not heard anything by August 1st, Chris Haugen to follow up with Kelly Watkins.**
- 8. Fundraising Update**
- a. **John Aden - updates**
    - i. John Aden gave a recent status update, as well as a report for 1st half of 2013. The main results have been that all foundations contacted have declined - either due to the request not being a good fit for their funding priorities, as well as the issue of the CCAB/Colorado Channel not being a 501(c)(3). Rep. Holbert asked why exactly the funders were requiring the 501(c)3 status. John Aden said that, as he understands it, donations to the CCAB/Colorado Channel are tax deductible, but cannot say why it's a requirement for the funders. Ed Krisor then commented that the CCAB does have a letter stating that the donations are tax deductible, but specifically in talking to the Gannett Foundation, they went down a checklist and not having the 501(c)3 is precluding the CCAB/Colorado Channel from getting funding - at least from the Gannett Foundation. Ed Krisor asked how many of the potential funders referenced 501(c)3 status. John Aden said a handful and that he was still waiting on a decision from the Daniels Fund. Rep. Holbert referenced 501(c)6 organizations and certain deductions being deductible or not and then asked about the possible benefits to being a 501(c)3 in terms of deductibility. Ed Krisor said that he believes that most people understand that an organization having 501(c)3 status means donations to that organization are tax deductible. However, in regard to donations to governmental entities one would think that the funders would understand those donations are also deductible but that doesn't seem to be the case. Sen. Todd asked if there was any concern from funders regarding partisan issues. John Aden said the Anschutz Foundation thought the additional content might be seen as advocacy, not necessarily partisanship, but as a vehicle of promoting.

Sen. Todd stated that an issue with getting funding might be the perception by potential funders that whichever party is in the majority may be pushing an agenda via the additional content. Sen. Todd suggested that the proposal states explicitly that there are no partisan influences. John Aden said that it seemed like that was clear from the funders side of things. Sen. Todd asked about the potential funders that are still pending, specifically the Daniels Fund. Chris Haugen explained that the Daniels Fund was asking what system was in place to ensure that teachers and students would have access to the additional content videos. Sen. Todd said that Ch. 165 was accessible, as well as having the videos on [www.coloradochannel.net](http://www.coloradochannel.net), and asked what else they were looking for. John Aden said that the additional content videos would meet the CDE levels for high school, and explained that Daniels Fund asked how do we plan to get these to the students...specifically. Sen. Todd suggested that she invite someone from CDE to the September CCAB meeting and ask what would be most beneficial to them - perhaps the Colorado Channel could get a link to give to CDE and have it on the CDE site. Chris Haugen explained the process of downloading videos from archive.org, which would allow teachers and students to download the content directly. Sen. Todd asked if there was a set of instructions that could be posted on how to do that - Chris Haugen to update [www.coloradochannel.net](http://www.coloradochannel.net) to ensure those steps are clear. Ed Krisor said he would guess that districts could do a blast email to make sure that gets to all teachers. Sen. Todd said maybe CDE could also push that out to the districts as well. Sen. Todd stated that it's worth following up on. **Sen. Todd to follow up with CDE to invite someone from there to the September CCAB meeting. OMF to make it more clear on website (with links) on how to download content.** Sen. Todd asked if this would satisfy the Daniels Fund requirements. John Aden to inform the Daniels Fund of the CCAB's plan and see if that satisfies their requirements. Rep. Holbert mentioned Rep. Dominick Moreno and his association with the Daniels Fund and asked if the CCAB could bring Rep. Moreno in on this in terms of liaising with the Daniels Fund. Rep. Singer suggested that the content on [www.coloradochannel.net](http://www.coloradochannel.net) be more current - specifically in terms of Comcast Newsmakers. **OMF to keep website content current. Chris Haugen to also check in on Comcast Newsmakers in terms of resharing.** Rep. Singer said there's historical value to having past Comcast Newsmakers on [www.coloradochannel.net](http://www.coloradochannel.net)...but it needs to be more current and valuable. Sen. Todd felt that more conversation with the Daniels Fund would be important - as well as with Wells Fargo - in terms of looking at what kinds of additional content videos the Colorado Channel is producing now and how these tie into funders' priorities. If it seems like the additional content videos don't tie in well with funder priorities, it may

be worth considering altering the topics of additional content videos.

- b. Next topic was the potential of doing the Week In Review for the coming legislative session. Chris Haugen mentioned that the feedback we received was that it was too much staff time for legislative staff to prepare the weekly wrap ups. Sen. Todd suggested maybe legislative services/staff do the weekly wrap ups instead of elected members. Rep. Singer said it would be worth investigating why it was deemed not a priority. Sen. Todd mentioned that having legislative staff do the weekly wrap ups would be also be non-partisan, which would be good. Sen. Todd asked about initiative coverage and current topic coverage. Rep. Holbert stated that he felt this had come up before - and the issue was how does the Colorado Channel approach that issue and ensure that it's balanced. Rep. Holbert also stated that it can be a hard thing to not be partisan. Sen. Todd stated that the benefit would be to get that information to the public. In terms of getting funding, the Colorado Channel (and the CCAB) has to know what people want to know, and asked what might be a good approach to determining that. Tim Ryan agreed that the purpose of the channel is general civic education and that's where energy should be focused. Sen. Todd re-stated the issue and Tim Ryan agreed that the interpretation of the facts is an issue. Tim Ryan also mentioned that covering current issues requires quite a bit of work, and that the general topics, like HABBAL (How a Bill Becomes a Law) and others, is better in terms of longevity. Sen. Todd asked how frequently the Additional Content is updated and what happens after it's over. Chris Haugen explained it's on a rolling basis, but for the most part once Additional Content is uploaded to the website, it usually stays there. John Montgomery mentioned that getting into the editorial side of things, we start getting into a slippery slope in terms of being able to cover issues without there being a partisan slant, as well as agreed that trying to cover current topics is labor intensive, and a bit outside of the what the CCAB's focus should be. Chris Haugen mentioned that the Additional Content Subcommittee was due to meet to develop and approve video concepts for the coming year - and also that the Fundraising Subcommittee was also due to meet. Sen. Todd stated that she would join the Additional Content Subcommittee. Rep. Holbert mentioned that the elected members should not be part of the fundraising committee - all agreed.
- Chris Haugen to email the Additional Content Subcommittee and the Fundraising Subcommittee to schedule meetings.**

## 9. Possibility of CCAB forming as a 501(c)3

- a. Rep. Holbert asked if being a 501(c)3 would require an additional board of directors. Ed Krisor and Bart Miller said no it would not. Bart Miller said what he and Ed Krisor had found out that the entire authority could be certified as a 501(c)3. Ed Krisor stated that the cost is \$850. Ed Krisor asked for a motion that the CCAB approve \$1000 for the filing fee. Rep. Holbert asked if the CCAB had that available, the answer was yes. Rep. Holbert moved that the CCAB proceed

with this. Rep. Singer seconded. John Montgomery asked if this was for filing or for starting the process. Ed Krisor said there is a 30-35 page application, and that he and Bart Miller would prepare things for the September meeting for board approval. Ed Krisor also mentioned that a requirement was that the CCAB approve a rules of ethics document. So, the order would be first, the rules of ethics would be adopted, second, the CCAB approve the application, and then John Aden could share with potential funders that the application had been submitted and was in progress. **Rep. Holbert asked for a memo that stated that the CCAB is legally entitled to do this and there are no reasons why the CCAB can't do this - Ed Krisor and Bart Miller to prepare this.** Rep. Holbert mentioned that he had heard of an instance of a public trustee setting up a 501(c)3 and there was a question of where the line is and wants to make sure this is all within acceptable action for the CCAB. **Sen. Todd asked if there was objection to proceeding with filing. No objection - approved.**

**10. Additional Content**

- a. Covered in Agenda Item 8b. (above).

**11. Equipment replacement - HD upgrade**

- a. Chris Haugen, in Agenda Item 6, talked about how equipment upgrades would come from the general fund, and referenced a letter by Tony Shawcross from OMF discussing the need for, and history of funding for, the equipment upgrade so the Colorado Channel could stream online in HD, as well as being prepared to broadcast in HD to CH. 165...when that was available.
- b. Rep. Holbert wanted to ensure that if personnel costs increase it should be ensured that the budget would also increase. Rep. Holbert thinks it's appropriate that OMF make a request for an increase of the next year's budget (2014/15). **Rep. Holbert requested that OMF submit a request, in regard to potential budget increases. Sen. Todd suggested that this be done by the September meeting. Sen. Todd also suggested that it come from the wish list of where the CCAB wants to go and what they want to do.**
  - i. Zack Wimberly asked what is being requested and requested replacement of the laptops and desktops, as they will be out of warranty. **Chris Haugen felt that would be possible, as implementation would be a minor addition to cost. Chris Haugen will bring a list of all current equipment and life expectancy to next meeting. The letter sent by Tony Shawcross (to Sen. Todd, to forward to the Executive Committee and Joint Budget Committee) outlines the costs for the upgrades. Sen. Todd asked if there was any further discussion. None to be had. By acclamation, the above stated items will be done.**

**12. Other Agenda Items:** None.

**13. Next meeting date:** September 13, same location and time.

**14. Action Items:**

- a. **Chris Haugen** to continue to poll for Board contact info.

- b. **Chris Haugen** to email CCAB John Aden's Fundraising Reports.
- c. **Chris Haugen** to update the CCAB once Kelly confirms the appointment. If he has not heard anything by August 1st, Chris Haugen to follow up with Kelly Watkins.
- d. **Sen. Todd** to follow up with CDE to invite a representative of CDE to the September CCAB meeting.
  - i. **OMF** to make it more clear on website (with links) on how to download content.
- e. **OMF** to keep website content current.
  - i. **Chris Haugen** to also check in on Comcast Newsmakers in terms of resharing.
- f. **Chris Haugen** to email the Additional Content Subcommittee to schedule meeting.
- g. **Ed Krisor and Bart Miller** to proceed with filing for the CCAB to become a 501(c)3.
  - i. Rep. Holbert asked for a memo that stated that the CCAB is legally entitled to do this and there are no reasons why the CCAB can't do this - **Ed Krisor and Bart Miller to prepare this.**
- h. Rep. Holbert requested that **OMF** submit a request, in regard to potential budget increases. Sen. Todd suggested that this be done by the September meeting. Sen. Todd also suggested that it come from the wish list of where the CCAB wants to go and what they want to do.
- i. **Chris Haugen** will bring a list of all current equipment and life expectancy to next meeting. The letter sent by Tony Shawcross (to **Sen. Todd**, to forward to the Executive Committee and Joint Budget Committee) outlines the costs for the upgrades.
  - i. **OMF** to amend new equipment purchase list to include (2) laptops and (2) desktops for the Colorado Channel control room. To consult with Zack Wimberly on specific models.